



City of Torrance, Community Services Department

Procedures and Guidelines

RENTAL OF PARK FACILITIES

BUILDING USE

<u>Park</u>	<u>Address</u>	<u>Capacity</u>	<u>Amenities</u>
Alta Loma	26126 Delos Drive	50	Full kitchen
El Nido	18301 Kingsdale Avenue	30	Limited use kitchen
El Retiro (East Rm)	126 Vista Del Parque	100	Full kitchen
La Romeria (East Rm)	19501 Inglewood Avenue	70	Full kitchen
Mc Master (West Rm)	3624 Artesia Boulevard	50	Full kitchen
Sea Aire	22730 Lupine Drive	50	Full kitchen
Sur La Brea	23610 Cabrillo Avenue	50	Limited use kitchen
Walteria	3855 242 nd Street	80	Full kitchen

FEE SCHEDULE

	Resident Non-Profit	Non-Resident Non-Profit	Resident Private/ Commercial	Non- Resident Private/ Commercial
Monday – Friday Call for hours	No Fee	\$35/ hour	\$35/ hour	\$45/ hour
Sat & Sun 8am – 5pm	\$35/ hour	\$45/ hour	\$35/ hour	\$45/ hour
Sat. & Sun. 5pm – 10pm	No Fee	\$35/ hour	Not Available	Not Available

- All one-time groups must pay a \$30 staff fee and leave a credit card on file for damages, overage and improperly incurred expenses. Customers that do not have a credit card must pay a \$100 security deposit by cash or check. Please allow 5-7 weeks for refund.
- All long-term groups must pay a \$25 refundable key deposit.
- Residents may make reservations up to 9 months in advance, non-residents up to 1 month in advance. All reservations must be completed 5 business days prior to date.
- The full balance must accompany your completed application.

FACILITY RULES

- Facilities are available to the public on Saturday & Sunday between the hours of 8am and 5pm. Weekdays and weekend evenings are reserved for non-profit meeting groups only.
- The capacities listed are for audience style seating only, dining capacity may be less. Please call Facility Booking for table and chair quantities.
- There is no amplified sound (DJ's, speakers, microphones, etc.) allowed in park buildings. Alcohol is not allowed at park facilities.
- Bouncers are not allowed in or near park buildings. Please call for information on picnic reservations if you would like to have a bouncer.